



MOTOR FUEL INSPECTIONS/DYED FUEL

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I. POLICY

Field Enforcement Division inspectors/agents routinely inspect all points of the motor fuel supply chain to ensure compliance with consumer protection, tax laws and regulations. Authority to conduct motor fuel inspections is documented in Business Regulation Title 10-203. This is accomplished by inspecting motor fuel records available on-site at fueling locations and collecting motor fuel samples for quality control testing to ensure compliance with federal and state requirements and specifications. Inspectors verify all required motor fuel licenses posted at the site correspond with the current site owner/operator and to the motor fuel registration database in CICS. If the license information is not correct, the inspector will obtain pertinent business information from the owner/operator and complete a new application for the inspection and sale motor fuel form MFTB-023 and, or, an application for a special fuel tax exemption certificate, MFT-047, if necessary, while on-site. The inspector reviews delivery documents which are required to be kept on site to assure the proper grade, brand, and types of motor fuel products are being delivered to the retail location. These inspections also confirm the origin and destination of the fuel deliveries and verify the fuel is sourced by a licensed motor fuel supplier and delivered by a registered petroleum transporter. Additionally, the inspector/agent will obtain current motor fuel tank inventory and examine basic readings from the automatic tank monitoring systems.

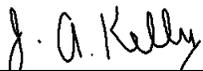
II. PROCEDURES

The following procedure is performed for collecting fuel samples:

- The inspector shall complete form COMP/FED-506 serialized laboratory sheet for gasoline, and, or COMP/FED-025 serialized laboratory sheet for distillates. These forms are submitted with the motor fuel samples to the Motor Fuel Testing laboratory.
- A motor fuel sample can label is completed to identify the serial number from the corresponding laboratory sheet and attached to a clean fuel sample can.
- The inspector/agent will activate a motor fuel pump using a state issued credit card, state issued cash advance, or pre-authorized gratis fuel pump test function from owner/operator. If fuel samples are collected using cash or credit card as payment, a receipt must be obtained which will be submitted for reimbursement.
- The inspector/agent then draws the required amount of gasoline (0.255 gallons) or distillate fuel (0.155 gallons) into the fuel sample can from a fuel pump nozzle and visually examines for water contamination. If water contamination is suspected, water finding paste is used to gauge the motor fuel storage tank for the presence of water.
- Distillate fuel samples do not require any additional field testing and are submitted to the Motor Fuel Testing Laboratory for further analysis.
- Inspectors/agents are issued Zeltex instruments, which perform field octane measurement. Zeltex instruments do not eliminate the need for octane testing by the laboratory.

- Gasoline fuel samples are field tested using the Zeltex instrument. If the fuel sample measurement is within tolerance (-0.5), the tested fuel is returned to the sample can and is later submitted to the Motor Fuel Testing Lab for further analysis.
- If the sample does not test within (-0.5), an additional sample of the same fuel is collected as a duplicate of the initial sample, labeled as such, and submitted to the Motor Fuel Testing Lab for octane engine verification testing..
- When collecting a motor fuel sample from a single nozzle blend pump, it will be necessary to flush the motor fuel through the lines to obtain the proper grade fuel sample. The fuel line flush **must** be returned back into the fuel storage tanks. Fuel line flush is not purchased or retained.
- Sample forms are signed by a representative from the location the fuel samples were obtained at the conclusion of the inspection.
- Lab personnel login fuel samples at the Motor Fuel Test Laboratory upon delivery by the inspector/agent. All corresponding laboratory sheets are submitted at this time by the inspector/agent.
- If the fuel sample does not meet specifications, the laboratory notifies an inspector supervisor, inspector and or agent of the test results. A stop sale order will be issued and the inspector/agent will inform the motor fuel retailer/wholesaler/supplier of the violation and enforce the stop sale order.
- After the retailer/wholesaler/supplier rectifies the violation an inspector/agent will return to the retail location to collect the required fuel sample for retesting.
- Depending on the nature of a violation a temporary verbal release may be granted on the stop sale order pending completion of all fuel sample analysis.

III. CANCELLATION: None.



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